

JOB OPPORTUNITY

Franchise Tax Board is an equal employment opportunity employer to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.

☐ Permanent Full-time ☐ Permanent Intermittent ☒ Limited-term (Temporary) Length ____ ☐ Formal Training and Development Assignment

Position Title: Student Assistant (Information Technology) Classification: Student Assistant

Location 11120 International Dr. Rancho Cordova

Section/Unit: CCSAS Project / IT Support Section

Salary Range: \$8.13 - \$10.83/Hr

Number of Vacancies: 1

Job Description: (includes typical duties)

Student Assistants are temporary employees and may work up to 1,500 hours per year.

- Provide first level customer service for an IT Helpdesk
- Perform basic to advanced software and hardware support
- Perform general clerical and data entry tasks

Required Knowledge, Skills, Abilities:

- Currently enrolled in college with 6 or more units
- Excellent attendance and the ability to arrive on time
- Ability to follow verbal and written instructions
- Capable of working in a team environment and/or independently
- Flexibility to adjust to changing workloads and/or deadlines
- Strong Organizational and Time Management skills
- Ability to communicate effectively with all levels of staff

Desirable Experience/Qualifications:

- Basic knowledge of computer operating systems and applications (Windows XP, Microsoft Office)
- Interest in learning about networks and application development

Application form STD 678 may be found at www.ftb.ca.gov

Mail or hand deliver your application by: 7/1/07

Contact Person: Steve Nash Telephone Number: 916-845-4140

Address/Room Number: Exam Unit, PO Box 550, Sacramento CA 95812-0550 Attn: Exams Steve Nash MS M-1

FTB Employees may hand deliver or route to Steve Nash - Mail Stop M-1.

Applications will be screened and only the most qualified applicants will be interviewed.

All applicants not currently employed with the Franchise Tax Board will be subject to a pre-employment background investigation. The investigation will consist of completion of a pre-employment questionnaire, fingerprinting, and an inquiry to the Department of Justice to disclose criminal records.

TDD is Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.
The California Relay Service telephone numbers are: (from TDD Phone) (800) 735-2929; (from Voice Phone) (800) 735-2922.